

Functional Series 600
Budget and Finance

INTERIM UPDATE #11

SUBJECT: Clarification on the USAID Implementation of Use of the Government Travel Card for All Official Travel

NEW MATERIAL: M/FM has modified its implementing procedures for the use of the Government travel card.

EFFECTIVE DATE: 05/25/2000

POLICY

USAID/General Notice
M/FM/PPC
05/25/2000

Subject: Clarification on the USAID Implementation of Use of the Government Travel Card for All Official Travel

On February 16, 2000, M/FM issued a policy reminder on the use of the Government Travel card for all official travel. Information Notices were issued on February 28, 2000 and March 9, 2000 to answer questions and provide guidance for accessing Citibank Travel Card information on-line.

Following a request from AFSA to exempt USAID overseas staff and staff on extended TDY from the use of the card, and after consideration of concerns raised by staff, M/FM has modified its implementing procedures for the use of the travel card as follows:

Entitlement Travel

USAID staff is not required to use the card for entitlement travel (i.e. Home Leave, R&R, Assignment travel). This action is being taken because employees will not be at post to receive their Citibank bill and make timely payment.

TDYs Over 30 Days

USAID staff on extended TDY (30 days or more) are not required to use the card and may request an advance from their paying office since they will not be at post (Washington or the field) to receive their Citibank bill and make timely payment. However, employees on extended TDY are encouraged to use the credit card when possible and practical to do so, to submit interim vouchers every 30 days and to make arrangement to pay their Citibank bill the same as they make arrangements to pay other bills while away from home.

Credit Card Fraud

This is a serious problem in some parts of the world. USAID staff should not use their credit card in locations where the post has issued a warning. Employees traveling from Washington to such locations are encouraged to purchase Travelers Check through the Agency's Travel Agent using their Citibank Card. By doing so, they avoid the credit card fraud risk and at the same time comply with the policy. Employees traveling from field locations to these locations may request a travel advance from their paying office in lieu of using the travel credit card.

Except for these three exceptions, USAID staff is required to use the Government Travel Card for official travel expenses, when it is practical to do so (emphasis added). Please note the phrase "when practical to do so". The decision on when it is practical to use the card is the employee's. The Agency will not issue guidance specifying what practical means. This determination will be left to the individual employee.

As a final point, USAID receives a rebate from Citibank for the use of the individual travel card. The level of card usage determines the amount of the rebate. Therefore, when USAID employees use the individual travel card it helps stretch the Agency's OE resources.

Point of Contact: Any questions concerning this Notice may be directed to Richard Levine, M/FM/PPC, (202) 712-5996.

Notice 0535

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